Title Overlap Report

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RELATED LINKS

Getting Started

Step 1
Log onto Mineral Titles Online (MTO).

Step 2
Click on the **Reports** tab.

Step 3
Click on the **Request Title Overlap Report** link.

Input Title Number

Step 4
Type the title number for which you would like a report (ensure that you are the holder of this title).

Step 5
Click **Next**

Review Request

Step 6

A statement similar to the one below will be displayed:

"*By clicking **Next**, MTO starts to process and generate a Title Report for all holders of title ######. This will happen over night and you will be informed by a bulletin board message and a notification email containing the generated report.*"

To proceed with the request, click **Next** or click **Back** to amend the title number.

Confirmation

Step 7

The request has been submitted and you are provided with an event number for the Title Overlap Report Request (TORR).

Step 8

After report processing is complete, the report will be emailed to the owner and/or agent of the title. The report will also be posted on the owner's bulletin board. The report may take a few minutes or can take up to 24 hours to be compiled and processed before it becomes available for viewing or downloading.

View/Download the Report

Step 9

From the **Main Menu** click on the **Admin** tab.

Step 10

Click on **View Bulletin Board**.

Step 11

Find the "**Title report for title #xxxxxx**" you wish to view. Click on the link.

Step 12

Click on the **Download Title Report** link for opening or saving this PDF report. You may be prompted by your web browser to either save or open the document.

Understanding the Title Overlap Report

A guide to understanding the content of the Title Overlap Report is available via the link below in PDF format:

- [Understanding the Title Overlap Report](#)